

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 24-201**



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Transportation

REUSABLE CONTAINER PROGRAM

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This instruction implements the Reusable Container Program depicted in AFI 24-203, *Preparation and Movement of Air Force Cargo*, and outlines the responsibilities and procedures for the management and operation of the Reusable Container Program at Goodfellow Air Force Base TX. The purpose of this program is to ensure availability of reusable containers to be utilized in redistribution of serviceable and repairable assets to customers and repair facilities. Reporting requirements identified in this publication are exempt under the provisions of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraphs 2.11.2 and 2.11.12. This instruction applies to all unit personnel assigned, attached, and tenanted to the 17th Wing, utilizing the shipment processes of the Logistics Distribution Division. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

1. Responsibilities.

1.1. The 17th Logistics Readiness Squadron.

1.1.1. Trains all Unit Reusable Container Monitors and documents training.

1.1.2. Tracks reusable container usage and non-usage by squadron.

1.1.3. Conducts an initial on-site inspection of reusable container storage areas and additional inspections when deemed necessary or if a unit does not meet the Wing standard.

1.1.4. Convenes a reusable container working group meeting at least annually. The working group will consist of representatives from the major base shipping activities who initiate over ten shipments through the Traffic Management Flight each year (or generate container replacement requests for stored items), i.e., supply, maintenance and security forces. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense funds necessary to replace containers.

1.1.5. Provides staff assistance and training to units upon request from the unit commander or Unit Reusable Container Monitor.

1.1.6. Provides recommendations for the proper disposition of excess reusable containers and associated materials.

1.1.7. Processes and monitors fund recoupment for replacement containers through finance.

1.1.8. Enforces the Wing minimum standard of 90 percent. If the monthly return rate is below 90 percent, a letter signed by the Base Reusable Container Manager will be forwarded to the applicable unit commander for correction action. This letter will summarize data collected from AF Forms 451, *Request for Packaging Service*, and is geared to assist the organization in initiating corrective actions.

1.2. Unit Commander. For units that initiate over 10 shipments or generate container replacement requests for stored items must appoint a primary and alternate Unit Reusable Container Monitor (units may have multiple alternatives appointed) to represent the unit on all matters pertaining to the Base Reusable Container Program.

1.3. Unit Reusable Container Monitor.

1.3.1. Forwards an updated Reusable Container Monitor appointment letter, signed by the unit commander, to the 17th Logistics Readiness Squadron, Traffic Management Flight (17 LRS/LGRVT), within 10 days of any changes.

1.3.2. Ensures all cargo received is in the proper container or have this discrepancy annotated on the issue documented and maintained with the reusable container.

1.3.3. Ensures all cargo turned in to base supply is in the proper container or has an AF Form 451, *Request for Packaging Service* (original plus two copies) attached with the paper work for the item. The AF Form 451 should be only signed by the Unit Reusable Container Monitor, Alternate, or the unit commander, and will contain a chargeable unit fund site. If the AF Form 451 is marked "received in wrong container," the DD Form 1348-1A, *Issues Release/Receipt Document*; Standard Asset Tracking System (SATS) label; or Supply Discrepancy Report (SDR) will be attached to the AF Form 451.

1.3.4. Identifies and maintains an active reusable container storage area.

1.3.5. Reports packaging improvements to the Base Reusable Container Monitor that will increase the efficiency of the Base Reusable Container Program.

- 1.3.6. Protects all containers and packaging materials to maintain containers for reuse.
- 1.3.7. Provides adequate facilities, equipment, and materials to maintain containers for reuse.
- 1.3.8. Trains unit personnel on the importance of document training, and reusing containers and packaging materials.
- 1.3.9. Attends Base Reusable Container Monitor directed reusable container program meetings and training sessions.
- 1.3.10. Trains and appoints key personnel on use and preparation of AF Forms 451. Units should appoint their own personnel to provide this training and develop a training plan tailored to the unit's shipping practices. Training documentation will be maintained so that it may be presented to Base Reusable Container Program Monitor(s) upon request.
- 1.3.11. Monitors and establishes effective metrics to account for and control reusable containers and materials.
- 1.3.12. Ensures units requesting Packaging Service without a proper Special Packaging Instructions (SPI) or Fast Pack container fill out AF Form 451. Ensures the Unit Container Monitor's (UCM) signature must appear on all requests for Packaging Service.
- 1.3.13. Ensures payments for containers are made with AF Form 406, *Miscellaneous Obligation/ Reimbursement Document*; AF Form 616, *Fund Cite Authorization (FCA)*; DD Form 448, *Military Interdepartmental Purchase Request*; and Government Purchase Card (formerly IMPAC) accounts.

2. Procedures.

2.1. Base Supply.

- 2.1.1. The Receiving Section will make sure items received are not separated from their respective containers.
- 2.1.2. Storage and Issue will ensure the original container remains with the issued item. When property requiring a Special Packaging Instruction (SPI) is issued without the SPI container, Supply will annotate the accompanying DD Form 1348-1A, *Issue Release/Receipt Document* or SATS label (or attached SDR), to indicate whether or not the property was issued in a reusable container. The using agency will retain the annotated DD Form 1348-1A or SATS label to validate future turn-in shipments of repairable assets without the proper container.
- 2.1.3. The Traffic Management Flight will not accept an item for shipment needing a reusable container unless the item is accompanied by an AF Form 451, proof that the item was received on base, or issued to the unit without the correct container. Supply will attach a copy of the SF 364, *Report of Discrepancy (ROD)*, to the item if it was received on base without the proper container or an AF Forms 451 if an item was issued without the proper container.
- 2.1.4. When an item is received in a contractor-packed container, every effort should be made to return that item or its authorized substitute in the original container. Do not obliterate any markings on that container or any other container (i.e., ID, serviceable tag, packaging labels).

2.1.5. The Equipment Accountability Office (EAO) will look out for reusable containers during their annual organizational visits and provide 17 LRS Freight Section the basic description of these reusable container; e.g., type, size, and quantity, along with the origination's name.

2.2. Other Units.

2.2.1. On receipt of an item from base supply, make sure the item is in the required container. Items received will stay in their containers until such time as required for bench stock or inspection.

2.2.2. When an item is removed from its container and put in use, store the reusable container in the storage area along with the documentation identifying what item the container is for. Ensure all internal blocking, bracing, and cushioning materials are placed in the container.

2.2.3. When a reusable container is received that is not covered by the Base Reusable Container Program, please contact 17 LRS Freight Section for turn-in procedures.

MARK T. DAMIANO, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 Nov 2010

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jun 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, 1 Jul 1984

AF Form 451, *Request for Packaging Service*, 1 Feb 2004

AF Form 616, *Fund Cite Authorization (FCA)*, 1 Apr 1989

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 2519, *All Purpose Checklist*, 1 Nov 1991

DD Form 448, *Military Interdepartmental Purchase Request*, Jun 1972

DD Form 1348-1A, *Issue Release/Receipt Document*, Jul 1991

SF 364, *Report of Discrepancy (ROD)*, Feb 1980

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

DD—Department of Defense

EAO—Equipment Accountability Office

FCA—Fund Cite Authorization

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

ROD—Report of Discrepancy

SATS—Standard Asset Tracking System

SDR—Supply Discrepancy Report

SPI—Special Packaging Instruction

UCM—Unit Container Monitor

WRM—War Reserve Materiel

Terms

Category I Container—Container usually made of metal, plastic, synthetic, or composite materials fabricated to ensure a minimum of 100 trips.

Category II Container—Container usually made of plywood, wood, or fiberboard. Military federal specification number can identify it. It is constructed to withstand a minimum of 10 trips.

Discrete Special Packaging Instruction Container (SPI)—This container is a specially designed reusable container for a particular commodity. A Special Packaging Instruction (SPI) number will identify this on the exterior of the container.

Fast Pack—A family of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight and fragility.

Reusable Container—A specially designed container, which is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked “Reusable Container...Do Not Destroy.”

Standard Pack—A pack for which the packaging components, including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

Attachment 2

REUSABLE CONTAINER QUARTERLY INSPECTION (AF FORM 2519 OVERPRINT)

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR 90LRS/ LGRT	DATE	
REUSABLE CONTAINER INSPECTION CHECKLIST				
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
1	Are reusable containers stored in a secure area with internal packaging and cushioning materials intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the unit providing adequate facilities, equipment and material to maintain containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are reusable containers free from protruding dangerous objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are reusable containers stored under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the reusable container storage area clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the Unit Reusable Monitor prepare an AF Form 451 with required information when the required container is not available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the unit providing the Base Reusable Container Monitor with updated unit appointment letters within 10 days of changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has the Unit Reusable Container Monitor provided unit personnel training on the importance of reusing containers and packaging materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Has the Unit Reusable Container Monitor trained and appointed key unit personnel on using and preparing AF Form 451?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are Reusable Containers properly identified and categorized by NSN/SPI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>